

Virtual Clinic OpenEyes for Doctors

(User Manual)

Published by OpenEyes Programme Office

Document version
0.2

Date: 16th Jan
2015



www.openeyes.org.uk

*Document published by OpenEyes Programme Office
In case of any query please contact OPO team – Ext 4752
Source – IT PMO_L drive /OPO documents
repository/TrainingMaterials*

Aims

This session is designed to introduce delegates to OpenEyes by presenting Healthcare professionals the technology to be able to document the clinical journey of patients under their care. The session aims to give the best practices on better patient care and management.

The Doctors will use mainly the '**Virtual Clinic**' functionality within OpenEyes for reviewing patients who have attended '**Virtual Clinic**'.

The following features are included in this course:

Contents

Aims.....	1
Documentation History.....	2
Document Status.....	2
Logging on and Getting Started	3
Launch Virtual Clinic	4
Overview of Virtual Clinic Page	5
Review Patient.....	6
Prescription.....	7
Correspondence	9
Logging Off	11

Documentation History

Date	Version number	Revision details	Written by	Approved by
25/11/2014	0.1	First draft of document	Victoria Aina	OpenEyes Programme Office
16/01/2015	0.2	The flow of the document revised.	Victoria Aina	OpenEyes Programme Office

Document Status

This is a controlled document.

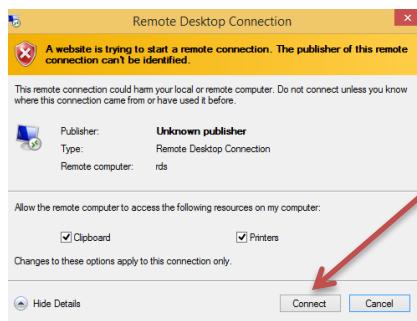
This document version is only valid at the time it is retrieved from controlled file store, after which a new approved version will replace it.

On receipt of a new issue, please destroy previous issues (unless a specified earlier issue is base lined for use throughout the programme

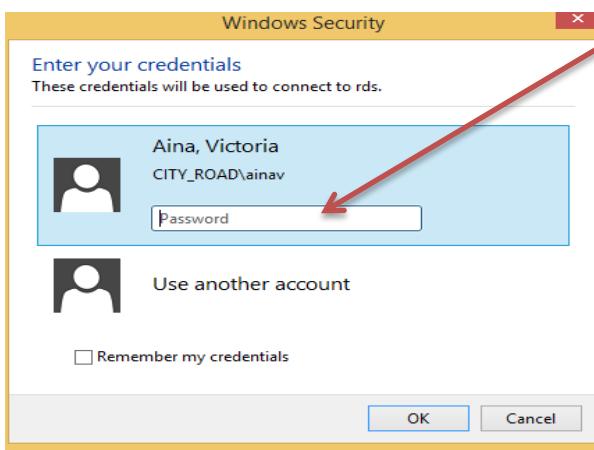
Logging on and Getting Started

The OpenEyes login page is case sensitive.

1. Select the clinical services link within the intranet.
2. The remote desktop pop up box opens, select the grey **Connect** button situated within the box.



3. Within the Window Security pop up box enter '**Password**'.



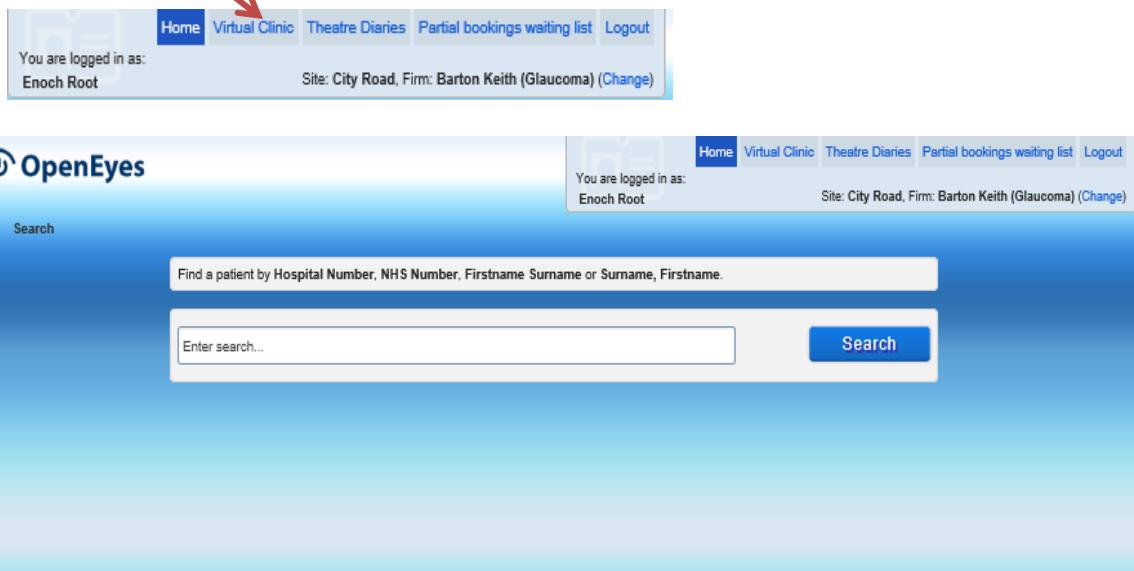
4. Select Clinical services folder (for the live environment).
5. Select the Training folder (Training environment).



6. Launch **Open Eyes** by selecting (double clicking) the **OpenEyes Training** Icon.
7. Delegates will now have entered the OpenEyes page and be able to view the login page.
8. Enter Username and Password then select the blue login button **Login**.

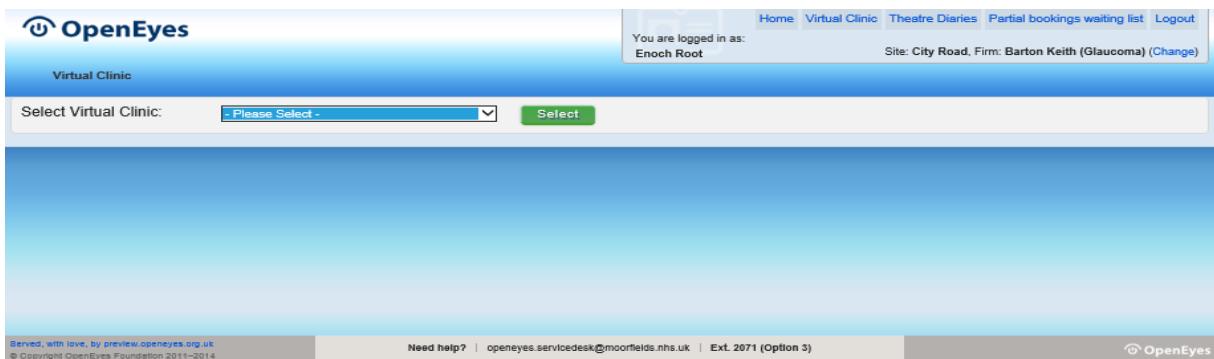
Launch Virtual Clinic

1. Select Virtual Clinic from the tab located on the right hand side of the search screen.



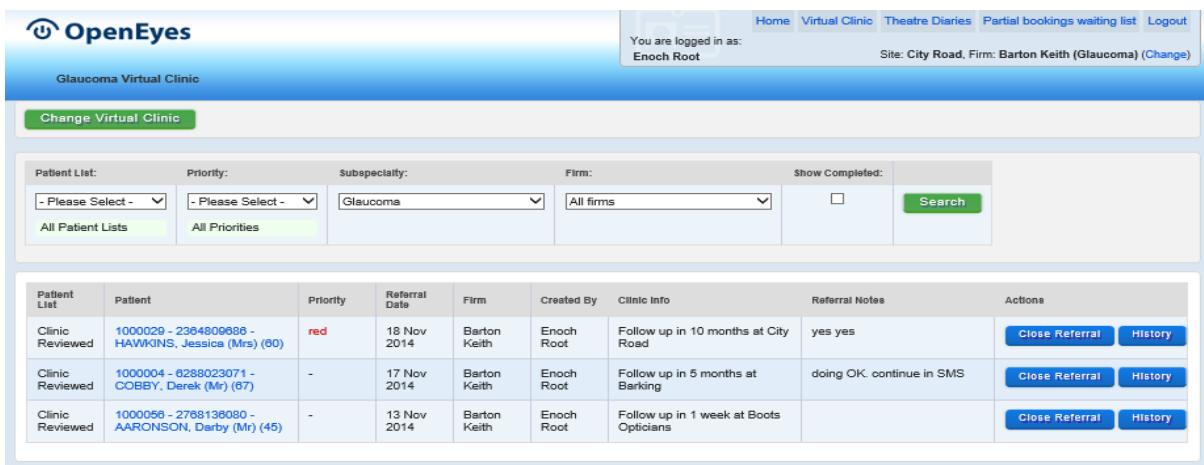
The screenshot shows the OpenEyes search interface. At the top, there is a navigation bar with links: Home, Virtual Clinic (highlighted with a red arrow), Theatre Diaries, Partial bookings waiting list, and Logout. Below the navigation bar, a message says 'You are logged in as: Enoch Root' and 'Site: City Road, Firm: Barton Keith (Glaucoma) (Change)'. The main search area has a 'Search' button and a text input field with placeholder text 'Enter search...'. The background is a blue gradient.

2. Select the appropriate 'Virtual Clinic' from the drop down menu to confirm choice select the **Select** button.



The screenshot shows a dropdown menu for 'Select Virtual Clinic' with the option 'Please Select -' highlighted. Below the dropdown is a green 'Select' button. The rest of the page is a blank blue gradient area.

3. The 'Virtual Clinic' page opens.



The screenshot shows the 'Glaucoma Virtual Clinic' page. At the top, there is a 'Change Virtual Clinic' button. Below it is a search bar with fields for 'Patient List', 'Priority', 'Subspecialty', 'Firm', 'Show Completed', and a 'Search' button. The 'Subspecialty' dropdown is set to 'Glaucoma'. The 'Firm' dropdown is set to 'All firms'. The 'Show Completed' checkbox is unchecked. The main area displays a table of patient data:

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Clinic Reviewed	1000029 - 2364809686 - HAWKINS, Jessica (Mrs) (60)	red	18 Nov 2014	Barton Keith	Enoch Root	Follow up in 10 months at City Road	yes yes	Close Referral History
Clinic Reviewed	1000004 - 6288023071 - COBBY, Derek (Mr) (67)	-	17 Nov 2014	Barton Keith	Enoch Root	Follow up in 5 months at Barking	doing OK, continue in SMS	Close Referral History
Clinic Reviewed	1000056 - 2768136080 - AARONSON, Darby (Mr) (45)	-	13 Nov 2014	Barton Keith	Enoch Root	Follow up in 1 week at Boots Opticians		Close Referral History

Select Log out to
exit OpenEyes
Programme

Overview of Virtual Clinic Page

The screenshot shows the OpenEyes Virtual Clinic interface. At the top, there is a navigation bar with links for Home, Virtual Clinic, Theatre Diaries, Partial bookings waiting list, and Logout. It also shows the user is logged in as Enoch Root, with the site and firm set to City Road, Barton Keith (Glaucoma). A red box highlights the 'Change Virtual Clinic' button, with a red arrow pointing to it and the text 'Select button to change specialism'. Another red box highlights the search filters: 'Patient List' (dropdown), 'Priority' (dropdown), 'Subspecialty' (dropdown set to Glaucoma), 'Firm' (dropdown set to All firms), 'Show Completed' (checkbox), and a 'Search' button. Below these filters, a red box contains the text: 'The relevant options can be selected from the drop down menus to filter the information visible in the area below.' The main content area displays a table of patients with the following columns: Patient List, Patient, Priority, Referral Date, Firm, Created By, Clinic Info, Referral Notes, and Actions. Three patient entries are shown:

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Clinic Reviewed	1000029-2364809888 - HAWKINS, Jessica (Mrs) (80)	red	18 Nov 2014	Barton Keith	Enoch Root	Follow up in 10 months at City Road	yes yes	Close Referral History
Clinic Reviewed	1000004-6288023071 - COBBY, Derek (Mr) (67)	-	17 Nov 2014	Barton Keith	Enoch Root	Follow up in 5 months at Barking	doing OK continue in SMS	Close Referral History
Clinic Reviewed	1000058-2768136080 - AARONSON, Darby (Mr) (45)	-	13 Nov 2014	Barton Keith	Enoch Root	Follow up in 1 week at Boots Opticians		Close Referral History

A red box at the bottom highlights the text: 'Displays all the referred patients to 'Virtual Clinic''.

Review Patient

Doctors should review the patients in the following order:

1. *Select review patient*
2. *Review area opens*
3. *Enter notes into appropriate area*
4. *Add outcome, including timeframe and location,*
5. *Add prescription (see page 7 for further details on how to do this)*
6. *Add correspondence (see page 9 for details)*
7. *Select OK to save information*

1. From the list patients displayed within the '**Virtual Clinic**' area select the **Review Patient** option from the '**Actions**' column.

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Glaucoma Reviewed	1000054 - 2164324731 - BLACKWOOD, Roger (Mr) (58)	green	16 Oct 2014	Barton Keith	Enoch Root	Right glaucoma associated with vascular disorder Technician Screening 1A IOP RE:10 [434]	asdasd	Close Referral History
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	green	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Stable: sb JEM	Review Patient
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	red	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Needs to see Aachal	Review Patient

2. The '**Review**' area opens.

Virtual Clinic: Patient is in Glaucoma Virtual Clinic, Clinical Review

Clinical Review (18 Nov 2014)

Clinic Info:
Technician Screening 1A

Review Patient

Notes:

Outcome:

Correspondence
Prescription

OK **Cancel**

3. Use the '**Notes**' field to write relevant notes/comments.

Notes:

4. Select the appropriate '**Outcome**' option from the drop down menu.

Outcome:	- Please select -
	Discharge
	Follow up
OK	Cancel

5. Select **OK** to save information entered or **Cancel** to discard the information.

Do not select Ok if a prescription or Correspondence is to be created continue to the prescription and correspondence section.

6. The patient status will change from '**Review**' to '**Reviewed**'; this can be viewed under the '**Patient List**' heading.

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Glaucoma Reviewed	1000054 - 2164324731 - BLACKWOOD, Roger (Mr) (58)	green	16 Oct 2014	Barton Keith	Enoch Root	Right glaucoma associated with vascular disorder Technician Screening 1A IOP RE:10 (434)	asdasd	Close Referral History
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	green	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Stable: sb JEM	Review Patient
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	red	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Needs to see Aachal	Review Patient

Prescription

1. To create a prescription select the **Prescription** shortcut situated within the '**Review**' area.

Virtual Clinic: Patient is in Glaucoma Virtual Clinic, Clinical Review

Clinical Review (18 Nov 2014)

Clinic Info:
Technician Screening 1A

Review Patient

Notes:

Outcome:

- Please select -	
Discharge	
Follow up	
OK	Cancel

Correspondence

Prescription

2. The '**Prescription**' form opens below within the '**Review**' area.

Prescriptions can be:

- *Saved as draft*
- *Selecting the 'Save and Print' green button shows Print Preview.*

Prescription

Patient is allergic to: Penicillin, Sulphonamides

Event Date: 23 Oct 2014

Add Item: -- Select common -- or search formulary

Add Standard Set: -- Select --

Other Actions: **Add Repeat Prescription** **Clear Prescription**

Comments:

Prescription

Patient is allergic to: Penicillin, Sulphonamides

Event Date: 23 Oct 2014

Add Item: -- Select common -- or search formulary

Add Standard Set: -- Select --

Other Actions: **Add Repeat Prescription** **Clear Prescription**

Comments:

3. Enter the required event date.
4. Select the appropriate option from the '**Add Item**' drop down menu.
1. If required option not found within list, select a SNOMED CT term by typing into the dynamic text box
2. Select the appropriate option from the '**Add standard set**' drop down menu.
3. Select the appropriate option from the '**Filtered by**' drop down menu.
4. Select the appropriate '**administration**' options from the grey area of the form.
5. **Drug** **Dose** **Route** **Options** **Frequency** **Duration** *: will be visible on prescription.*

Button only appears if there is a previous prescribing history.

6. Select the **Save and print** button to print prescription.
7. Select **OK** to save information entered or **Cancel** to discard the information.

Do not select Ok if Correspondence is to be created continue to the prescription and correspondence section.

8. The patient status will change from '**Review**' to '**Reviewed**'; this can be viewed under the '**Patient List**' heading.

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions	
Glaucoma Reviewed	1000054 - 2164324731 - BLACKWOOD, Roger (Mr) (58)	green	16 Oct 2014	Barton Keith	Enoch Root	Right glaucoma associated with vascular disorder Technician Screening 1A IOP RE:10 [434]	asdasd	Close Referral	History
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	green	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Stable: sb JEM	Review Patient	
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	red	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Needs to see Aachal	Review Patient	

Correspondence

1. To create a prescription select the **Correspondence** shortcut situated within the '**Review**' area.
2. The '**Correspondence**' template opens below within the '**Review**' area.



Correspondence



Event Date:

29 Jul 2014

Letter

Moorfields at City Road

- Recipient -

Dr Yuri Zhivago
83 Wintour Lane
Northop
Heald Green
Lothian
GH14 2DH

- Macro -

2 Aug 2013

Clinic Date:

2 Aug 2013

Direct Line:

020 7566 2576

Dear Zhivago,

 Nickname

Kathryn Howard, 49, Trueman Avenue, Abbots Ripton, QY12 8UN, DOB: 15 Dec 1979, Hosp No: 1000024, NHS No: 209 604 2021

This 33 year old woman was discharged from hospital today.

- Introduction -

- Diagnosis: mixed diabetic maculopathy
- Operation: Right Biopsy of iris

- Prescription: Chloramphenicol 0.5% eye drops, 1 drop(s) qid Eye (Right) for 7 days

Chloramphenicol 0.5% eye drops, 1 drop(s) qid Eye (Right) for 7 days

Dexamethasone 0.1% eye drops, 1 drop(s) qid Eye (Right) for 1 month

Cyclopentolate 1% eye drops, 1 drop(s) qid Eye (Right) for 7 days

- Findings -

- Diagnosis -

- Management -

- Drugs -

- Outcome -

No GP action is required. The patient has been advised of the importance of taking their topical medication. [Pro] has been given an appointment for post-operative review in 2 weeks time.

From:

type to search for users

Yours sincerely

Mr Test User
user role
Consultant: Dr Adnan Tufail

- Cc -

Patient: Mrs Kathryn Howard, 49 Trueman Avenue, Abbots Ripton, QY12 8UN
Mrs Smith, 11 Hill Road, London

Enclosures:

xray
blood tests

[Remove](#)[Remove](#)[Add](#)[Print](#)[Print all](#)

1. Enter appropriate 'Event' date.
2. Select appropriate 'Site' from the drop down menu.
3. Select appropriate option from 'Recipient' drop down menu.
4. Select appropriate option from the 'Macro' drop down menu.
Use template in macros for the selected service, macro date prepopulated with today's date.
5. Clinic date is empty, enter appropriate date.
To change click into the date area.

6. Patient address details, NHS and Hospital Numbers are visible in the box just below the patient name.
7. Select the appropriate option from the '**Introduction**' drop down menu.
8. Select the appropriate option from the '**Findings**' drop down menu.
9. Select the appropriate option from the '**Diagnosis**' drop down menu.
10. Select the appropriate option from the '**Management**' drop down menu.
11. Select the appropriate option from the '**Drugs**' drop down menu.
12. Select the appropriate option from the '**Outcome**' drop down menu.

To Spell check right-click within the body of the letter.

13. Within the '**From**' field type the surname of the required staff and then select from list of names populated.
14. Select the appropriate option from the '**CC**' drop down menu.
15. Add any attachments (eg: Xrays or Blood Tests) by selecting the **Add** button.
16. Select **Print** to print one copy
17. Select **Print all** to print all letters including copies.

18. Select the '**Edit**' tab to make any changes after the document has been saved.

Letters can only be edited by the creator of the document. Letters can only be deleted once the reason

19. Within the review area, select the green **Save draft** button to save document as a draft or the green **Save and print** button to print and save the document simultaneously.
20. Select **OK** to save information entered or **Cancel** to discard the information.
21. The patient status will change from '**Review**' to '**Reviewed**'; this can be viewed under the '**Patient List**' heading.

Patient List	Patient	Priority	Referral Date	Firm	Created By	Clinic Info	Referral Notes	Actions
Glaucoma Reviewed	1000054 - 2164324731 - BLACKWOOD, Roger (Mr) (58)	green	16 Oct 2014	Barton Keith	Enoch Root	Right glaucoma associated with vascular disorder Technician Screening 1A IOP RE:10 [434]	asdasd	Close Referral History
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	green	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Stable: sb JEM	Review Patient
Glaucoma Review	1000010 - 4383191874 - TREFFRY, Iris (Mrs) (92)	red	14 Jun 2014	Brookes John	Enoch Root	IOL: 10 mmHg on the right, and 10 mmHg on the left	Needs to see Aachal	Review Patient

Logging Off

1. Select **Logout** from the tab located top right hand corner of the screen. *This can be seen from any screen within OpenEyes.*